

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. AID 16-01**

OPEN TO: In-House Candidates Only
TITLE: Supervisory Voucher Examiner
GRADE: FSN-10
POSITION NO: 80105-013
SALARY: Rs. 2,175,442 P.A. (Starting salary)

OPENING DATE: February 4, 2016
CLOSING DATE: February 17, 2016
AGENCY: USAID
LOCATION: Islamabad

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Supervisory Voucher Examiner for the Office of Financial Management (OFM) in Islamabad. The position is classified at the FSN-10 grade level. The starting salary for this position is Rs.2,175,442 per annum and the maximum range is Rs. 4,037,014 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF DUTIES: USAID/Pakistan is one of the largest and most diverse bilateral assistance programs in USAID having an OYB of \$550 million. The program for Pakistan includes large infrastructure and development projects, sectorial assistance, and cash transfer programs. The Supervisory Voucher Examiner is located in the Office of Financial Management (OFM) in Islamabad. The primary purpose of the position is to serve as Supervisory Voucher Examiner for USAID/Pakistan, its three regional offices (located in Lahore, Karachi, and Peshawar), the USAID Office of Inspector General in Pakistan, Office of Foreign Disaster & Assistance and Office of Transition Initiatives. The incumbent works under the direct supervision of the Chief Accountant and is the primary person responsible for all functions, strategic planning and monitoring of the accounts payable team which include, but are not limited to, vendor payment processing, internal controls, quality control, issuing bills of collection, collections auditing and testing activities, Washington data calls and banking activity as it relates to payments. As a professional position, it is anticipated that at times the duties and deadlines of this position may require the incumbent to work beyond normal working hours. The incumbent serves as Subject Matter Expert (SME) for administration of the Phoenix disbursement system within USAID/Pakistan.

QUALIFICATIONS REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: Successful completion of a University Degree (16 years of formal education) in accounting, finance or business administration is required.

EXPERIENCE: A minimum of six years related work experience in voucher examination in which at least three years with a U.S. Government Agency is required. Working knowledge of grant projects is also required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills will be tested during the recruitment process.

KNOWLEDGE: The incumbent must possess a thorough understanding of professional accounting principles, theories, and practices. Must be familiar with the procedures related to budgeting, funds control, the organization's regulations, the Foreign Affairs Manual, the Standardized Regulations and the Foreign Service travel regulations.

ABILITIES & SKILLS: The ability to read, understand and logically apply complicated regulations, directives, and procedures relating to the voucher examining process is required. Familiarity with a variety of computer programs and applications is also required as is excellent written and oral communication skills. The incumbent must have the flexibility to perform a variety of tasks at the same time. In addition, excellent organizational and planning skills are required in order to ensure a smooth and efficient "paper flow" in the Office of Financial Management.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) in [Word](#) or [PDF](#) document. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only once either on the email: FSNIslamabad@usaid.gov or on the below mailing address. When submitting an application via email, the vacancy announcement number and the title of the position must be mentioned in the subject line. If the application is submitted by postal mail, applicants should clearly mark the position title and the vacancy announcement number on the envelope and should mail it to the following mailing address:

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete applications and/or application received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email/ mailing address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 17, 2016

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.